



[insert office name] NRCS Office

[insert office address]

[insert your city], ID [insert zip code]

Telephone: (###) [insert office phone number]

[insert the date]

[insert applicants name]

[insert applicants address]

[insert applicants city, state, zip code]

Farm No: [insert number] Contract No: [insert number]

Program: Environmental Quality Incentives Program

Dear Mr/Mrs/Ms. [insert applicant name]:

Congratulations! Your contract for the Environmental Quality Incentives Program (EQIP) was approved by the Natural Resources Conservation Service (NRCS) for funding in the amount of [insert contract amount].

The spirit of EQIP is to maintain, improve and protect our island's natural resources. Technical and financial assistance is provided to local landowners and operators. Through the conservation planning process for your farm, resource needs and problems were identified and alternatives developed. The financial assistance provided through EQIP is to help implement the good decisions you made for your farm during the conservation planning process.

If you have any questions concerning your conservation plan, EQIP contract and the carrying-out of the contract, please communicate these with the District Conservationist or appointed Field Office staff. Also, if your contract includes cost share for a structural practice, contact the local Natural Resources Conservation Service (NRCS) Field Office for an approved NRCS design before beginning.

Cooperators should review the CCC-1200-EQIP Appendix specifically numbers 7, 9, and 11. It is the cooperators responsibility to stay in compliance with the contract.

The staff here at the [insert name of field office] look forward to working with you throughout the term of the EQIP contract and beyond.

Sincerely,

[Type your name], District Conservationist

cc: Joan Perry, Director, Pacific Basin Area
John H. Lawrence, State Resource Conservationist

The Natural Resources Conservation Service provides leadership in a partnership effort to help people conserve, maintain, and improve our natural resources and environment.

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